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Mike Chamness – Chair
Illinois Terrorism Task Force

ITTF POLICY STATEMENT 2007 (3)

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American Red Cross
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Associated Fire Fighters of IL
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Department of Homeland Security/FEMA-Region V
DuPage County OEM
Federal Bureau of Investigation
Governor's Office
IL Assoc. of Chiefs of Police
IL Assoc. of Public Health Administrators
IL Assoc. of School Boards
IL Attorney General's Office
IL College of Emergency Physicians
IL Coroners Association
IL Department of Agriculture
IL Department of Corrections
IL Department of Military Affairs
IL Department of Natural Resources
IL Department of Public Health
IL Department of Transportation
IL Education Association
IL Emergency Management Agency
IL Emergency Services Management Assoc.
IL Environmental Protection Agency
IL Firefighters Association
IL Fire Chiefs Association
IL Fire Services Association
IL Fire Service Institute
IL Health Care Association
IL Law Enforcement Alarm System
IL Law Enforcement Training & Standards Bd.
IL Municipal League
IL National Emergency Number Association
IL Office of The State Fire Marshal
IL Public Health Mutual Aid System
IL Security Chiefs Association
IL Sheriffs Association
IL State Police
IL States Attorneys Association
Kane County ESDA
Lake County ESDA
Metro East (St. Clair-Madison)
Mutual Aid Box Alarm System
Quad Cities (Moline-E. Moline-Rock Island)
Regional Superintendents of Schools
School Crisis Assistance Team
Secretary of State Police
U.S. Attorney's Office
Will County EMA

TO: Homeland Security Grant Program (HSGP) and
Infrastructure Protection Program Grantees

FROM: Mike Chamness, Chair
Illinois Terrorism Task Force 

DATE: July 25, 2007

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding
Eligible Expenditures for Grant-Related Travel

INTRODUCTION:

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is responsible for development and helping to implement the state's homeland security strategy as an advisory body to the Governor and oversee the management and administration of the Homeland Security Grant Program. The task force continues to build upon a strong foundation of established working partnerships among its over 60 members, which represent all public safety agencies and associations and every community in Illinois.

GENERAL POLICY STATEMENT

It is the policy of the ITTF to strictly follow the *Travel Guide for State Employees*, as applicable, published by the Governor's Travel Control Board, for all travel conducted by the ITTF or its representatives and grantees that are reimbursed through the Homeland Security Grant Program (HSGP) or Infrastructure Protection Program (IPP).

The travel guide is to be used as a resource and informational tool for traveling individuals that will seek reimbursement for expenses through the HSGP or IPP. The travel guide has been designed to provide personnel with the information necessary to make their travels as problem-free, safe, and economical as possible. The current travel rules for both the Travel Regulation Council and the Governor's Travel Control Board are printed in the guide and are to be followed by all agencies and employees that seek reimbursement of travel expenditures through the HSGP and IPP.

Committees

Bioterrorism
Chicago/Cook County UASI Workgroup
Communications
Crisis Response & Prevention
Elected Officials/Mayors Workgroup
Emergency Management Workgroup
Fire Mutual Aid
Information Technology
Law Enforcement Mutual Aid
Private Sector
Public Information
Science & Technology
Training
Transportation
Volunteers & Donations

Travel Reimbursement Paid Directly by ITTF Administered Funds

If a member of the ITTF or any of its committees or workgroups wishes to use HSGP or IPP funds retained by the ITTF to pay for travel costs associated with attendance at an ITTF meeting or other homeland security-related event, the following must occur:

- Traveler must request in writing from the ITTF Chair or his designee authorization to attend an ITTF meeting or other homeland security-related event prior to the event for which travel reimbursement is being sought. An authorization must be sought for each event. The authorization request must provide the purpose of the event, why their attendance is critical to homeland security preparedness in Illinois, and approximate cost of the travel. This requirement is waived if the ITTF Chair or designee requests the traveler attend an event on behalf of the ITTF.
- Traveler is required to follow the guidelines and limited to the travel reimbursement rates listed in the *Travel Guide for State Employees*, as applicable, published by the Governor's Travel Control Board.
- Travelers employed by the State of Illinois are responsible for adhering to their own agency's travel policy and procedures for requesting travel, including completion and submission of out-of-state travel requests. Travelers employed by the State of Illinois also are required to submit a completed State of Illinois Form C-10, signed by an authorizing official from their agency, in order to claim a travel reimbursement.
- Travelers employed by local government or other public sector or non-governmental organization are required to submit a completed ITTF Travel Reimbursement Form in order to claim a travel reimbursement.
- Completed travel reimbursement form and appropriate attachments, such as agendas, out of state travel approval, and appropriate receipts must be submitted directly to the ITTF for payment.
- Travelers will submit travel reimbursements to the ITTF no later than 60 days upon completion of travel or within 30 days after the completion of the appropriate grant performance period for which the reimbursement will be funded.

Travel Reimbursement Paid by Grantee or Subgrantee to the ITTF

If a representative of a grantee to the ITTF wishes to use HSGP or IPP funds for travel, the following must occur:

- Traveler is required to follow the guidelines and limited to the travel reimbursement rates listed in the *Travel Guide for State Employees*, as applicable, published by the Governor's Travel Control Board. Grantees may develop a policy and guideline for travel that is at least as stringent as the before mentioned travel guide.
- Grantee must certify that the purpose of travel in accordance with appropriate Grant Agreement for which reimbursement will be paid and related to the implementation of homeland security-related activities.
- Traveler must complete the ITTF Travel Reimbursement Form in order to claim a travel reimbursement. Grantees may develop their own travel reimbursement form as long as it provides at minimum the same information requested in the ITTF Travel Reimbursement Form.

- Grantees will submit travel reimbursements from the traveler to the ITTF no later than 60 days upon completion of travel or within 30 days after the completion of the appropriate grant performance period for which the reimbursement will be funded.

Reimbursement of Lodging Associated with ITTF Approved Training

Career, on-call and volunteer personnel may receive reimbursement for lodging and tax at 50% of the state reimbursement rate for that area per room as outlined in the Governor's Travel Control Board, *Travel Guide for State Employees*. Departments must submit a hard copy of lodging receipts to the ITTF or grantee agency to claim a reimbursement and documentation that indicates the training location is more than 50 miles from claimant's certifying/sponsoring department.

Unallowable Travel Costs

The following are travel costs that are ineligible for reimbursement through the HSGP and IPP grants:

- Individual meals, regardless if receipts are provided. Food and/or beverage reimbursement will be requested according to the per diem allowance (i.e. rate per breakfast and dinner) as outlined in the State of Illinois, Governor's Travel Control Board, *Travel Guide for State Employees*.
- Blanket approvals for in-state and out-of-state travel costs associated with attendance at an ITTF meeting or other homeland security-related event, unless authorized by the ITTF Chair or his designee. This applies to ITTF administered funds only.

Exception to the Policy

If there is an extenuating circumstance that would prevent a grantee from adhering to this policy, the grantee must request in writing to the ITTF Chair or his designee an exception prior to the initiation of travel.

Effective Date of Policy

This policy is effective as of July 25, 2007.